

# **SOUTH WEBER CITY COUNCIL MEETING**

**DATE OF MEETING:** 26 May 2015

**TIME COMMENCED:** 6:02 p.m.

**PLEDGE OF ALLEGIANCE:** Council Member Casas

**PRAYER:** Council Member Hilton

**PRESENT: MAYOR:**

Tammy Long

**COUNCILMEMBERS:**

Scott Casas  
Randy Hilton  
Michael Poff  
Marlene Poore (excused)  
David Thomas

**CITY RECORDER:**

Tom Smith

**CITY MANAGER:**

Duncan Murray

Transcriber: Minutes transcribed by Michelle Clark

---

*A PUBLIC WORK MEETING was held at  
5:30 p.m. to  
REVIEW AGENDA ITEMS*

---

**VISITORS:** Bryon Saxton, Mark McRae

Mayor Long called the meeting to order and welcomed those in attendance.

**APPROVAL OF THE AGENDA:** Council Member Poff moved to approve the agenda as written. Council Member Hilton seconded the motion. Tom called for a roll call vote. Council Members Casas, Hilton, Poff, and Thomas voted yes. The motion carried.

**CONFLICT OF INTEREST:** There was none

**CONSENT AGENDA:**

- Approval of May 12, 2015 City Council Work Meeting Minutes
- Approval of May 12, 2015 City Council Meeting Minutes
- Approval of May 19, 2015 City Council Meeting Minutes

**Council Member Poff moved to approve the consent agenda. Council Member Casas seconded the motion. Tom called for a roll call vote. Council Members Casas, Hilton, Poff, and Thomas voted yes. The motion carried.**

***DISCUSSION ITEMS (and possible action on):***

**2015 Consolidated Fee Schedule:** Duncan explained that this item was discussed in the work meeting in preparation for the next City Council meeting on June 9, 2015 as part of the approval of the final budget. He explained that a permit fee of \$150 plus plan check fee has been added for solar panels. He then discussed the Central Weber Sewer District pass through rate. The sewer rate will go from \$17.67 to \$19.01 as the new rate. There was some discussion about increasing the late fee for utility payment from \$5 to \$15 along with direction for staff to contact other cities to see what they charge. He said they will look at the bond covenants concerning water rates. He also discussed the 24% discount on rates for multi-family. It was stated the consolidated fee schedule will be attached to the budget. Mark McRae said he will email the information concerning what other cities charge for late fees to the Council before June 9<sup>th</sup>. Duncan said this last month there were 200 residents who were charged late fees.

**Compensation information (employee salaries and benefits):** Mark said this item was discussed in the work meeting. He explained the salary analysis from 2013 to 2016. He said this analysis includes the \$3600 addition to fire call outs, \$4000 to the City Recorder, and other budget changes after reworking the salaries relating to the office restructure. He reported that the amount to be used from the General Fund Balance is now at \$0.00. Duncan said there wasn't a dramatic increase in health benefits. Mark said it is forecasted for 5% with this budget. He said this City has an excellent track record for health benefits. It was stated that Council Member Poore did receive this information but has not voiced any questions or concerns. Council Member Poff would hope the City Recorder's increase will be as a result of the duties he has taken on. Council Member Thomas asked if the pay changes with the \$30,000 more to fire and whether they will have to dip in the General Fund. Mark explained that they did not. He then explained the General Fund Balance exceeding the 25% allowed for this year. He said funds will need to be transferred in an amendment to the budget. Council Member Thomas asked if the need to replace the water tank will come from the water fund. Mark said technically it should.

Bryon Saxton asked about the salary analysis and what did the three budgets show and what is it that is budgeted for merits. Duncan said the analysis shows the actual numbers plus budgeted. He said this information is available on the City's web-site. Mark said the merit was 3% in the previous year and the maximum this year is 3.5%. Mark said it will change depending on employees who need health benefits etc. Council Member Poff said we did come in well under budget on the actuals.

**Final Proposed Changes to the Tentative Budget for Fiscal Year 2015-2016:**

Duncan discussed adding a table to the final budget which will include the fund balance. This will be in the packet for June 9<sup>th</sup>. He discussed adopting a policy for total fund balance with keeping that as close to 25% as possible and transferring anything to the Capital Projects Fund. He discussed decreasing the amount of fund balance from \$30,000 to zero. He discussed the Fire Department \$3,600 which is included in the budget. There is a merit increase for crossing guards. The City Recorder will be changed to a salary position. Mark discussed a percentage of sales tax revenues going to General Fund with a portion being transferred over.

**Mayor Long was excused at 6:36 p.m.**

Council Member Poff suggested adding descriptions to the Enterprise Fund. Mark said most of the revenues are self explanatory but he is willing to further explain them to anyone interested. He will definitely do that for next year.

### **COUNCIL MEMBER ITEMS:**

#### **Council Member Casas:**

**Citizens Corp:** He is working to put together a Citizens Corp with Elyse Greiner, Deputy Recorder. They will be asking for volunteers for CERT, block captains, etc.

**Banner Signs:** Council Member Casas asked about the banner holders he has noticed on the electrical poles. It was stated that approximately 15 years ago the City did have banners for Country Fair Days, but the wind destroyed them. He was wondering if he should research the cost and what it would take to do something like that again. Duncan will contact Rocky Mountain Power.

#### **Council Member Poff:**

**Youth Council:** The Youth Council visited the Fire Department recently. Some of them were able to climb the ladder.

**Flag Installation:** Council Member Poff asked if a city employee is responsible for flag installation. Duncan explained that Stacie Whitford is in charge of the flags at the City Office and Memorial Park. Council Member Poff suggested having her schedule with different Scout Troops about the holidays when the flags are installed.

**Staker/Parsons Gravel Pit:** Council Member Poff would like the gravel pit to attend and report at a City Council meeting so that they can be held accountable for their operations.

#### **Council Member Thomas:**

**Summer Council Meetings:** Council Member Thomas will not be in attendance at approximately three meetings this summer.

### **CITY MANAGER ITEMS:**

**Davis County Sheriff's Office:** Duncan and Tom will be meeting with members of the Davis County Sheriff's Department this Thursday.

**UTA bus route to WSU Ogden and Layton Campus:** He reported that Mayor Long has been working with UTA concerning a new bus route for students going from WSU Ogden and Layton campus.

**CITY RECORDER ITEMS:**

**Budget Process:** Tom thanked all those who were involved with the budget process.

**ADJOURNED:**

Council Member Hilton moved to adjourn the City Council Meeting at 6:52 p.m. Council Member Casas seconded the motion. Council Members Casas, Hilton, Poff, and Thomas voted yes. The motion carried.

**APPROVED:** \_\_\_\_\_ Date  
Mayor: Tammy Long

\_\_\_\_\_  
Transcriber: Michelle Clark

Attest: \_\_\_\_\_  
City Recorder: Tom Smith